

Title: <b>Hydraulics Documentation Specialist</b>	Effective Date: May 11, 2012	Grade: XII	Job Category: Technician
Prior Title: Hydraulics Documentation Specialist	Prior Effective Date: August 24, 2007	Grade: XII	Page: 1 of 1

*CHARACTERISTICS OF WORK*

This position is responsible for technical writing, compiling and maintaining flood reports, inputting data into computer terminals, and disposition of many technical documents peculiar to the Hydraulics Section.

*EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Plan, prepare, and coordinate floodplain memorandums, correspondence and technical reports.
- Decipher federal, state, and local regulations as they apply to the hydraulic design of highways.
- Coordinate and secure flood information from federal agencies.
- Prepare engineering drawings according to agency specifications to accompany floodplain permit applications.
- Perform entry of written information for word processing.
- Perform hydrologic and hydraulic computer analyses under general technical supervision of an engineer.
- Organize and input hydraulic data and technical documents into computer terminals for Department permanent records.
- Serve as a resource for statistical high water data.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Advanced training or experience in design and developing technical data. Technical writing ability and strong mathematical background. Ability to decipher government regulations. Training and/or experience in data entry.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

